

Helpful Hints: Uploading Data to DMH

Data for the Adult Performance Outcome System must meet certain requirements before they are accepted and imported (added) to the California Department of Mental Health (DMH) database. The following are some helpful hints to assist counties when uploading (submitting) files to DMH:

1. All data must be coded according to the “Adult Performance Outcome System Data Dictionary.” A copy of the dictionary may be obtained from the DMH website at: www.dmh.cahwnet.gov/2000/rpod/download.htm
2. Data must be formatted in ASCII text, fixed width format according to the adult data dictionary. (Contact Rachel Luxemburg at (916) 654-0984 or Rluxembe@dmhhq.state.ca.gov for questions regarding data formatting.)
3. As the adult data dictionary states, each table must be named:

Form/Instrument	Data Dictionary File Name
Client Identification Face Sheet	ADULTID.txt
Supplemental Client Information Face Sheet	CSI_SUP.txt
California Quality of Life (CA-QOL)*	CAQOL.txt
Quality of Life - Short Form (QL-SF)*	QLSF.txt
MHSIP Consumer Survey	MHSIP.txt

* Counties are given the option of using one of the quality of life surveys. Counties must choose either the CA-QOL or the QL-SF.

4. The text files must be zipped in one “zip” file and named according to the following convention: APODScYYMM#SUBMITTAL.ZIP

cc	=	County Code
YYYY	=	year that data were due
MM	=	month that data were due
#	=	sequence number (1 to 9 for data corrections)
.ZIP	=	automatically added by PKZip or Winzip programs

(Example: APODS992001041SUBMITTAL.ZIP indicates that this file was sent by County “99” for the April 2001 deadline. This file is their first submittal for the April 2001 deadline as evidenced by the “1” for the sequence number.)

5. Once the text files are zipped (please note that counties are no longer required to password encrypt their ZIP file), authorized users may access the DMH Information Technology Web Services (ITWS) in order to upload their ZIP file containing their data. (For more information on how to enroll and become an authorized user of the ITWS, please refer to: <http://www.dmh.ca.gov> and click on the ITWS menu option.)
6. If problems are encountered while uploading data, please call the DMH Information Technology help desk at (916) 654-3117.